

Show Timeline

Biennial Show	Target Date	Responsible Person	Completion Date	Notes
Soon Following the Show				
Select Quilt show committee chair(s)	April	President	March	Karen Mars +
Adopt a budget	May	Chairs	April	
Select Theme for next Show	April	Chairs	April	
Decide on Admission Charge	May	Chairs	April	
Create logo for the show	May	Chairs	May	
Set hours for the show	May	Chairs	April	
Select a Quilt Show Treasurer	May	Chairs	May	Kathy D'Angelo
Select Opportunity Quilt Construction Team	May	Chairs and/or Pres.	March	Led by Susie McIntyre
Select Challenge lead	May	President	May	Terri Saarinen & Diane Edman
Send deposit for venue	May	Treasurer		
Select Vendor Lead	May	Chairs	March	Sara Sweesy
The summer Following the Show				
Select Boutique Production lead	June	Chairs	March	Karen Proulx & Millie McCarthy
Select Limited Editions Lead	June	Chairs		
Select Judging lead	June	Chairs	March	Betty Gould
Select Angel Member lead	June	Chairs		
Select Appraiser Contact	August	Chairs		
From September to December Following the Show				
Opp quilt completed	October	Susie McIntyre		
Select Quilt Tour lead	October	Chairs	March	Sara Sweesy
Select Printing lead	November	Chairs	May	Michelle Gregg
Select Opportunity Quilt Ticket Sales lead	November	Chairs		
Print Bookmarks & Posters	November	Printing Lead		
Select Ticket Sales Lead	October	Chairs		

January - February -- Year prior to show

Select Registration Lead	January	Chairs
Select Basket Raffle team	January	Chairs
Select Bazaar Lead	January	Chairs
Assure Raffle Permit renewed	January	Treasurer

March - June -- Year prior to show

Meeting for categories & rules	April	Joyce Grande
Publish rules and categories in newsletter & website	April - May	Karen Mars
Inventory storage area and make list	June	Karen Mars

July - November --Year prior to show

Select Program Advertising Lead	July	Chairs
Set Meeting for Judging, Registration, Boutique, Vendors, & ticket sales	July	Chairs
Registration forms printed and ready	September	Joyce & Barb
Select Admissions Lead	September	Chairs
Select Ribbon Lead	September	Chairs
Select Program LayOut Lead	September	Chairs
Select Program Printing Pick-up	September	Chairs
Select Interior Signage Lead	September	Chairs
Select Quilt Turn-in Lead	September	Chairs
Select Quilt Return Lead	September	Chairs
Select Package Check Lead	September	Chairs
Select Outdoor Signage & Parking Lead	September	Chairs
Select Scribe Lead	September	Chairs
Select Quilt Placement, Hanging & Unhanging lead	September	Chairs
Notify Guild Display Chairs of booth duties	September	Committee chairs
Notify Rays of Sunshine	September	Sunshine chair
Select Media Contact lead	September	Chairs
Notify Staffing of needed volunteers	September	Leads
Begin to Sign-up volunteers to work show	September	Sign up Genius
Work on room layout for various booths	October	Chairs

Add CHEC as additional Insured on policy	November	Chairs
Meet with Leads	December	Chairs
Contact Specific Leads for room layout requests	December	Karen Mars
Challenge Turn in and Judging	December	Robin & Betty

Just Prior to the Show

Check storage unit and unload	January	Karen Mars	
Final rent payment due for venue	January	Kathy D'Angelo	
Set Deadline for quilt registration	January	Joyce	
Get quilt numbers and sizes from Registration	January	Chairs	
Assure Ribbons, Awards and Labels ordered	January	Ribbon Lead	
Meet with CHECC re show layout	January	Chairs	
Assure Program contents are to Design person	January	Printing Lead	
Review program	January	Show committee	Lyn Bruner volunteered to proof
Program to printer	February	Program Design lead	
Provide Final Room & Hall set up to CHEC	January	Karen Mars	
Finalize quilt hanging layout	January	Hanging lead	
Get menu from CHECC	January	Chairs	

January -- Show Week

Pick up the Drop off needs from storage	Sunday	Chairs
Rooms to be set for drop off	Monday	CHECC
Quilt Drop off and Check in	Monday	Joyce
Pick up Judging needs from storage	Monday	Chairs
Rooms to be set for judging	Monday	CHECC
Return Drop off & Judging bins to storage	Wednesdy	Chairs
Pick up Other bins from storage	Wednesdy	Chairs
Replace winner list on website so QR code works	Thursday	Karen Mars
Set rooms for show	Thursday	CHECC
Return all items to storage.	Saturday	Chairs

Immediately after the Show

	Projected		Done	Notes
Return everything to storage and arrange	March	Chairs		
Reconcile balance with venue	March	Chairs		

